



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office

2800 Cottage Way, Suite W1834

Sacramento, California 95825

www.ca.blm.gov



April 17, 2002

In Reply Refer To:

1400-451

CA-945 (P)

EMS TRANSMISSION: 4/17/02

Information Bulletin No. **CA-2002-040**

To: ACOs

From: DSD, Support Services Division

Subject: Unsung Hero Award

Nominations for the subject award are being requested through Washington Office Information Bulletin No. 2002-078, dated April 2, 2002. Please follow the instructions and criteria provided in the attached memorandum when submitting your nominations. Nominations for the award may be submitted at any time and should be forwarded to Angie Dailly, Branch of Human Resource Services (CA-945). All nominations from BLM California will be consolidated and forwarded to Washington as a package.

If you have any questions, please contact Angie Dailly, Human Resource Services at (916) 978-4476.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment

1- Information Bulletin No. 2002-078
with attachment

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

April 2, 2002

In Reply Refer To:
1400-451 (WO-700) P

EMS TRANSMISSION 04/08/2002

Information Bulletin No. **2002-078**

To: DD, ADs, SDs and CDs
Attention: Servicing Personnel Officers

From: Assistant Director, Human Resources Management

Subject: Unsung Hero Award

The Unsung Hero Award is a Departmental award to recognize employees who have made positive “behind-the-scene” contributions to accomplish the Department’s mission. This Award recognizes contributions that would not normally be recognized by other types of formal awards, such as Special Thanks for Achieving Results (STAR) Awards, or other honor awards.

Employees nominated for the Unsung Hero Award must have demonstrated one or more of the following types of characteristics that resulted in successful mission accomplishment:

- Displayed extraordinary effort in performing tasks other than his/her normal job duties
- Showed enthusiasm and initiative, and displayed a customer-oriented attitude
- Unselfishly shared his/her time and expertise; and
- Consistently and willingly extended a helping hand.

Nominations for the Award, based on the above criteria, may be submitted at any time by any employee, or group of employees, in the Department of the Interior, including supervisors.

An Award nomination may be submitted using the Form DI-451 Award Certification Form, with a citation of no more than one page, detailing the employee’s contributions, written in plain English. Submissions must include the name, office and telephone number of the person making the nomination. A sample copy of the Form and citation are provided in the attachment.

On a quarterly basis, a panel of BLM management officials, including a union representative, will review nominations and select awardees to receive a non-monetary award item of nominal value, and a time-off award of eight hours.

Annually, BLM will submit up to five Unsung Hero Award nominations to the Office of Personnel Policy, Office of the Secretary, for consideration for Departmental Unsung Hero Award recognition. One Bureau recipient will receive a plaque at a Departmental Awards Convocation, and a monetary award of \$1,000.00, funded by their organization.

Nominations, via the appropriate Servicing Personnel Office, should be submitted to the Assistant Director, Human Resources Management, Attention: Louise Harris, Executive Initiatives Group (WO-710), 1849 C Street, N.W., Mail Stop 5628, Washington, DC 20240. Questions concerning the Award may be directed to Ms. Harris at (202)501-6723.

Signed by:
Concetta B. Stewart
Acting Assistant Director
Human Resources Management

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

1 Attachment

1 - Form DI-451 and Sample Citation (5 pp)

Directives forwarded to State Director, CA-940, CA-945

4/8/02